

## FORM 24: Confirmatory Action Letter

CAL No. X-XX-XXX

(Name of Licensee)

(Address)

SUBJECT: CONFIRMATORY ACTION LETTER

Dear \_\_\_\_\_:

[This paragraph should provide a brief discussion of the specific issues with which the NRC has a safety concern, including how and when the safety concerns were identified.]

Pursuant to a telephone conversation (meeting) between (names and positions of principal individuals representing the licensee) and (names and positions of principal individuals representing the NRC) on (date), (in the Region \_\_\_\_ office) (at your facility), it is our understanding that you have taken (will take) the following actions which have been completed (will be completed by the dates specified):

[List each commitment separately and clearly specify the agreed-upon actions that have been taken or will be taken.]

Pursuant to Section 182 of the Atomic Energy Act, 42 U.S.C. 2232, you are required to:

- 1) Notify me immediately if your understanding differs from that set forth above;
- 2) Notify me if for any reason you cannot complete the actions within the specified schedule and advise me in writing of your modified schedule in advance of the change; and
- 3) Notify me in writing when you have completed the actions addressed in this Confirmatory Action Letter.

Issuance of this Confirmatory Action Letter does not preclude issuance of an order formalizing the above commitments or requiring other actions on the part of the licensee; nor does it preclude the NRC from taking enforcement action for violations of NRC requirements that may have prompted the issuance of this letter. In addition, failure to take the actions addressed in this Confirmatory Action Letter may result in enforcement action.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter, its enclosure(s), and your response will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so that it can be made available to the Public without redaction. If personal privacy or proprietary information is necessary to provide an acceptable response, then please provide a bracketed copy of your response that identifies the information that should be protected and a redacted copy of your response that deletes such information. If you request withholding of such material, you must specifically identify the portions of your response that you seek to have

withheld and provide in detail the bases for your claim of withholding (e.g., explain why the disclosure of information will create an unwarranted invasion of personal privacy or provide the information required by 10 CFR 2.390(b) to support a request for withholding confidential commercial or financial information). If safeguards information is necessary to provide an acceptable response, please provide the level of protection described in 10 CFR 73.21.

Sincerely,

\_\_\_\_\_  
Regional Administrator (or designee)

Docket No. \_\_\_\_\_  
License No. \_\_\_\_\_